



Solicitation Information

28 Dec 05

RFP # B05940

TITLE: Industry Partnerships for Workforce Development

Submission Deadline: 8 Feb 06 @ 1:40 PM (EST)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 18 Jan 06 Time: 2:00 PM (EST)
Mandatory: No
**Location: Department of Administration / Division of Purchases (2nd floor, Bid Room), One
Capitol Hill, Providence, RI**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **13 Jan 06 at 12:00 Noon (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No
BOND REQUIRED: Yes. A Fidelity Bond will be required from the successful vendor (s)

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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Section 1 – Background

The **State Workforce Investment Plan 2005** calls for the creation of a demand driven workforce system. This goal is to be achieved by focusing all federal and state workforce development resources on key industry clusters that serve as the engine of job creation and economic development. The existence of strong industry partnerships is critical to the success of the overall plan.

Demand driven workforce development means that programs and services are designed to employer specifications in response to employer-identified needs. Industry partnerships must be built on the needs of an industry sector and/or around a common occupational cluster.

An industry partnership is a multi-employer collaborative that brings together employers to improve the competitiveness of an industry. Effective partnerships facilitate companies to come together to address workforce issues and engage the existing and the emerging workforce.

Industry Partnerships can accomplish the following:

- identify the training needs of businesses, including skill gaps critical to competitiveness and innovation;
- facilitate companies to come together to aggregate training and education needs and achieve economies of scale;
- help educational and training institutions align curriculum and programs to industry demand, particularly for higher skill occupations;
- inform and collaborate with youth councils, business-education partnerships, parents and career counselors and facilitate bringing employers together to address the challenges of connecting youth to careers;
- help companies identify and work together to address common organizational and human resource challenges – recruiting new workers, retaining incumbent workers, implementing high-performance work organization, adopting new technologies and fostering experiential on-the-job learning;
- develop new career ladders within and across companies, enabling entry-level workers to improve skills to advance into higher skill, higher wage jobs;
- develop new industry credentials that give companies confidence in the skills of new hires and workers more mobility and earning potential across firms; and
- promote communication networks between firms, managers, and workers to promote innovation, potential economies of scale in purchasing and other economic activities, and dissemination of best practices. In some cases, these activities result in the development of new learning collaboratives, Centers of Excellence, or joint economic development activity.

There are six (6) targeted partnerships, including: Financial Services, Health Care, Advanced Manufacturing, Technology, Hospitality and Tourism, and Construction. Partnerships in other growth industries, not included as targeted, are also encouraged to submit a proposal.

Section 2 – Objective

The objective of the Industry Partnership Initiative is to stimulate long-term sustained growth and focus the allocation of state resources on key industry partnerships that labor market information indicates will create high demand jobs and sustain vital partnerships in the Rhode Island economy.

Section 3 – Proposal Requested

The Rhode Island Department of Labor and Training (RIDLT), is seeking proposals that demonstrate a unique capacity of an existing or proposed industry partnership to act as a “workforce intermediary” for these high growth and vital sectors of the Rhode Island economy. Proposals may be submitted by existing partnerships or those newly created in response to this Request for Proposal.

One or more program components addressed by a proposer may be funded by various federal and state funding streams that may have different programmatic, fiscal and reporting requirements. The intent is that the proposer should address all the program elements that are suitable to the industry partnership in the narrative recognizing that the proposal might be funded in total or each component might be funded separately.

The State is making funds available ranging from \$5,000 to \$150,000 to strengthen existing partnerships and seed fund the development of new partnerships. The maximum for any one grant is \$150,000.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The “Official” time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).

- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- This solicitation, and any subsequent award (s) is governed by the State's General Condition's of Purchase (available at www.purchasing.ri.us)

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

Section 4 – Eligible Applicants

Industry partnerships, in the context of this Request for Proposals, means a multi-employer collaborative effort that brings together management and labor around the common purpose of improving the competitiveness of a partnership of companies and/or organizations producing similar products or services and sharing similar supply chains, critical human resource needs, infrastructure requirements, business services, and/or which face serious challenges to growth and/or retention.

The applicant lead agency **must** have the fiscal and administrative capability to receive and manage federal and state grant funds. The lead applicant serves as the recipient of funds and should have a leadership role in developing and maintaining the partnership through ongoing interaction with the Governor's Workforce Board, Local Workforce Investment Boards, the education and training provider network, businesses and employee representatives.

Section 5 – Period of Performance

The funding period for the grant is one year and funds must be spent within the contract period. The proposer's contract performance will commence upon execution of a contract and be evaluated annually. Successfully performing contracts may be renewed in one year increments for up to two (2) additional years.

Section 6 – Program Design Components:

Program Design – Programs must demonstrate an understanding of the partnership's, employer's and **current and future employee's needs**.

This section should briefly describe key elements of the project design and how these elements respond to employers' and workers' needs as well as the demands of the workplace.

All proposals must address Component A. Proposals must also include one or more of the subsequent Components: B, C, D and/or E. A partnership proposal, at a minimum, must include partnership agreements, a budget that has been cost allocated in conformity with proposal and a narrative for each design component selected by the proposer.

A. Proposal Narrative (*Existing and proposed partnerships must address this component*)

The proposal narrative should explain the proposer capabilities and plan of action to provide the services requested through this Request for Proposal. The narrative should also demonstrate the proposer's experience with and knowledge of the unique characteristics of the industry partnership.

It should provide a needs statement and business strategy (description of the partnership, challenges facing the partnership and the development of a business strategy).

And finally, to the extent possible, the narrative should convey to the reader that the proposer understands the approach to be followed for each of the program components in order to provide the necessary services; to include specific qualitative or quantitative goals to be achieved.

The total narrative should be no longer than 10 pages, 1½ spaced text, in font size 12 with 1" margins on all sides. This page count does not include the project budget, timeline, organizational qualifications, staff resumes, or other information appropriate for the Appendices.

The proposal narrative **must** include the following:

1. the mission and goals of the partnership;
2. the partners currently participating;
3. history of previous activities undertaken by the partnership (if applicable);
4. planned governance of partnership (organizational structure, frequency of meetings, by-laws, decision making, etc.);
5. a plan to develop multiple and diverse funding sources to reduce the partnerships dependence on a single revenue stream and increase the potential for long-term sustainability. In addition, to sources available through this Initiative, industry

- partnerships should demonstrate employer support through financial and non-financial contributions (letters of commitment or in the partnership agreements);
6. describe the lead agency's (recipient of grant funds with fiduciary responsibility) administrative and fiscal capability and submit a copy of its most recent audit or audited financial statement (Pell eligible institutions are exempt);
 7. project management – if a project manager has been selected, please provide a resume for that individual. If a project manager is to be hired, please provide a draft job description for the position;
 8. describe the rationale for the selection of the industry partnership and its impact on the state;
 9. outline immediate workforce needs and challenges that are expected to help engage employers and galvanize stakeholder commitment to the partnership;
 10. describe how economic, educational, workforce development and private partnership partners will be recruited to support the development and sustainability of the partnership;
 11. describe how the partnership will facilitate companies to come together to aggregate training and education needs and achieve economies of scale; identify the training needs of businesses, including skill gaps critical to competitiveness and innovation; help educational and training institutions align curriculum and programs to industry demand, particularly for higher skill occupations;
 12. describe how the partnership will inform and collaborate with **educators**, youth councils, business-education partnerships, parents and career counselors and facilitate bringing employers together to address the challenges of connecting youth to careers;
 13. describe how the partnership will help companies identify and work together to address common organizational and human resource challenges – recruiting new workers, retaining incumbent workers, implementing high-performance work organization, adopting new technologies and fostering experiential on-the-job learning;
 14. describe how the partnerships will develop new career ladders within and across companies, enabling entry-level workers to improve skills to advance into higher skill, higher wage jobs;
 15. describe how the partnership will develop new industry credentials that give companies confidence in the skills of new hires and workers more mobility and earning potential across firms;
 16. **describe linkages to educational K-12 and post secondary education that ensure that suitable training programs are available to meet the skill needs of the industry partnership.**

B. Industry Field Coordinator's Statement of Work & Performance Standard

The industry partnership and/or lead agency will hire an Industry Field Coordinator (IFC) to support the Rhode Island Department of Education's emerging workforce development initiatives by building sustainable business / education partnerships.

The proposal should describe the planned quantitative and qualitative outcomes of this project, how these outcomes will meet longer term goals, and how these outcomes will be measured. This section should clearly state that the applicant would provide data for Appendix A, and address any additional outcomes expected from the project.

The narrative must be no more than 10 pages, 1½ spaced text, in font size 12 with 1” margins on all sides.

The following tasks must be addressed:

1. Will develop, support, and coordinate industry wide Work Based Learning Opportunities for the K-16 system to include job shadowing, internships, educator externships, career fairs, academy development, speaker bureaus and other activities, particularly through connections with the School-Based Coordinator – Industry Field Coordinator Network (be specific and identify the quantity of internships proposed, etc.);
2. Will support project based learning models including graduation by proficiency mandates, such as Certificate of Initial Mastery, Senior Project and Electronic Portfolios;
3. Will facilitate the integration of career/contextual learning and on-going career awareness and exploration activities by active participation in the School Based Coordinator - Industry Field Coordinator network;
4. Will provide educational and training institutions with support to align curriculum and programs to industry demand, particularly for higher skill occupations;
5. Will inform and collaborate with youth councils, business-education partnerships, **educators**, parents and career counselors and facilitate bringing employers together to address the challenges of connecting youth to careers and informing youth of the many opportunities available;
6. Will be a resource for the newly created Adult Basic Education Division of the Department of Education;
7. Will work with Rhode Island’s emerging workforce development system which may include the Governor’s Workforce Board RI, local workforce boards, Department of Labor and Training, Department of Education, state and local departments of economic development, netWORKri one stop career system, and other youth serving organizations;
8. Will coordinate with the Rhode Island Scholar’s Program Initiative and/or other emerging workforce initiatives;
9. Will submit data for the evaluation of the program to be included in Appendix A.

C. Skill Gap Study

This component requires the submission of a report to the Governor no later than May 2006. (Hyperlinks have been provided to Rhode Island Labor Market information but this data should be verified and/or supplemented with documented industry data).

The component narrative requires a problem statement, a proposed study methodology (how will the study will address items 1-9 below), and an affirmative representation that the funds being provided under this grant will not support work that has already been undertaken by the partnership using other funds.

The narrative must be no more than 10 pages, 1½ spaced text, in font size 12 with 1” margins on all sides.

1. Identify the top five industry workforce challenges for your partnership and how each might be overcome.
2. Identify the [top twenty-five \(25\) occupational openings](#) in your partnership (data sources should be provided).
3. Identify [hourly wage](#) to be attained at entry level in your partnership (data sources should be provided).
4. Relate existing hard and soft skills of the entry level and the incumbent workforce in the [top twenty \(20\) declining industries](#) and [occupations](#) to the skills needed to become employed and to work successfully within the industry partnership.
5. Identify the occupations that have the greatest skill shortages within the partnership and determine the root causes for those shortages.
6. Identify the top five (5) barriers that employers face when looking to hire entry level workers in your industry partnership and provide data validation. (See hyperlinks below for additional data).
7. Identify and map all existing training programs, including among others, apprenticeship programs; for both entry level workers to obtain jobs and to move incumbent workers to better paying positions within the industry partnership.
8. Identify training programs that are based on skill standards that lead to industry recognized degrees or certifications.
9. Identify gaps in available training and help align curriculum and programs to industry demands.
10. A report will be presented and/or submitted to the Governor's Workforce Board no later than May 2006. The report will include a proposed action plan that addresses the items 1-9.

Hyperlinks:

<http://www.dlt.ri.gov/lmi/proj/topannopen.htm>

<http://www.dlt.ri.gov/lmi/oes/statealpha.htm>

<http://www.dlt.ri.gov/lmi/proj/decind.htm>

<http://www.dlt.ri.gov/lmi/proj/declineocc.htm>

D. Collaboration with State and Local Workforce Agencies

This component requires the proposer to outline specific proposals, to the greatest extent possible, with measurable goals (such as estimated number of summer jobs to be provided to youth during the summer of 2006 by the industry partnership). Where performance goals can not be quantified in advance due to unknown variables, the successful proposer will be required to submit an annual performance report detailing accomplishments no later than thirty (30) days prior to the contract termination date. This report will be used as one of the factors in determining whether the contract will be renewed for the second and third year.

The narrative must be no more than 10 pages, 1½ spaced text, in font size 12 with 1" margins on all sides.

1. Assist and participate in applying for workforce development grants: federal, state, local, private foundations, and industry.

2. Will identify employers who are willing to provide a meaningful work experience for youth in a summer employment program and/or in a long term part-time position **as well as unpaid internships** in cooperation with the Rhode Department of Labor and Training programs.
3. Develop on-the-job and apprenticeship training opportunities for adults and youth.
4. Encourage and assist member companies to apply for worker training grants to ensure that the skill gaps identified by the industry report are being addressed; and that the training proposed will meet industry recognized standards.
5. Encourage companies to utilize netWORKri by posting their job openings, attending recruitments, speaking to the netWORKri One-Stop Career Center staff and establishing a partnership with the local Employer Service Representatives.
6. Direct resumes from netWORKri One-Stop Career Center's customers to appropriate companies.
7. Organize informational meetings in cooperation with the RIDLT's Labor Market Information and netWORKri staff and the industry partnership employers to further promote cooperation.
8. Facilitate employer focus groups within the industry partnership to provide feedback to RIDLT in order to align netWORKri and Labor Market information products and services to industry partnership needs.
9. Provide information about current trends in their industries, specifically, expansions, layoffs, etc.
10. Will increase employer participation in Labor Market Information (LMI's) data surveys which include:
 - Current Employment Statistics Survey
 - Occupational Employment Statistics Survey
 - Annual Refiling Survey
 - Multi Worksite Report
 - Occupational Injury & Health Survey
 - Employee Benefit Survey
 - Job Vacancy Survey

E. Special Projects

The State is interested in new and innovative proposals that have the following goals and characteristics. Proposals are not limited to this list, but the State is interested in funding and evaluating projects in which the following goals might be met. Proposals in these areas should have strong stakeholder support, particularly from the employers that will be involved.

Special project funds can not be used for training. Training funds may be provided by others through partnership agreements, individual employers, matching funds or other grants.

The following categories of project may be submitted:

1. **Planning projects** that focus on solutions to problems unique to a particular industry partnership or multiple partnerships, not previously addressed by a partnership or already funded; such as: career outreach and recruitment, work place literacy, recruitment of women, minorities and those with barriers to employment for jobs in non-traditional

employment, training capacity of the partnership, reducing out-migration and improving the work environment, public relations image of the industry, career ladders for entry level employees, etc. In addition, proposals that would bring employers together in order to foster skill development and career advancement in occupations that cut across multiple industry partnerships would also be considered.

2. **Capacity building projects** that address workforce problems and solutions that may have been previously identified by the industry partnership and/or have been recommended by a planning project undertaken within the first or second year of this grant (No. 1 above). Problems that are currently being addressed by extant partnership programs should not be submitted.
3. **Other projects** deemed critical by the partnership will be considered on their merits.

Section 7 – Partnerships / Leveraging Funds Partnership

The Rhode Island Department of Labor and Training is particularly interested in funding cost effective collaborative efforts that result in higher quality, comprehensive services to the existing and emerging workforce. Therefore, respondents are strongly encouraged to form industry led partnerships with private and public organizations/agencies to: 1) design strong programs, 2) leverage funding resources, and 3) create employment opportunities.

Proposers partnering with other agencies and employers must complete signed Partner Agreements detailing the relationship to the lead agency and services to be provided. The agreement should be included with the proposal (The Agency Partner Agreement format is included in the Attachment - No. 1). However, if a formal partner agreement cannot be finalized at the time of the proposal submission, a letter expressing the intent to partner and explaining why the agreement is not finalized must be submitted with the proposal. The letter must describe the intended services or scope of the partnership and the planned amount of leveraged resources to be provided if appropriate. In no case, will a contract be executed by RIDLT unless partner agreements submitted with the proposal are fully executed.

Section 8 – Proposal Costs

A proposed budget must be submitted with costs justified in terms of activities related specifically to major expenditures, e.g., salary, fringe, supplies, rent, utilities, travel, outside contracts, etc. In cases where services and or corresponding costs are to be provided by a subcontractor, consultant, or other organization, the basis of the cost determination must be disclosed. (See Appendix E)

Section 9 – Payment

Payment will be on a cost reimbursement basis once per month and one advance payment may be made within the first quarter of the contract in an amount not to exceed twenty percent (20%) of the full contracted amount. Payment requests must include all supportive documentation.

Section 10 – Adherence to State and Federal Laws and Regulations

The proposer must comply with the applicable state and federal laws, regulations and policies for each funding stream; including, but not limited to, labor laws; including child labor, OSHA, Right-to-Know, and ADA.

Section 11 – Confidentiality

It is the responsibility of the successful proposer to limit access to personal and proprietary information generated in the course of the contract. All data stored and generated may only be used for the purposes of this program. The proposer must specify that all electronic data files are secure and access is limited on a need to know basis. Identity theft is a prime concern and must be guarded against at all times.

Section 12 – Selection Criteria

A. Evaluation of Technical Proposals

The RIDLT will commission a Technical Review Committee that will evaluate and score all technical and cost proposals that were submitted on time, signed by the signatory authority of the respondent organization and are not debarred, suspended or voluntarily excluded from receipt of federal funds. All proposals meeting this test will be evaluated to determine whether the proposal is responsive to the proposer's duties and responsibilities as provided in the RFP. The possible maximum score is 90 points. Proposals scored below 60 points out of a maximum of 90 points will not be considered in the next phase of the evaluation.

B. Evaluation of Cost Proposals

Each cost proposal of the proposers who received a minimum of 60 points out of a maximum of 90 points for their technical proposal will be further evaluated. The technical (90 pts.) and cost points (10 pts.) will be combined to rank the proposals.

C. Evaluation Criteria

Proposals will be evaluated on the basis of the proposer's program design (as described in the proposal narrative), partnership agreements, administrative and fiscal capability of the lead business, institution or agency, proof of sustainability of the partnership, adherence to format and proposal specifications. Bonus points will be provided based upon the additional criteria outlined in paragraph no. 5 below.

1. Proposal Design-Narrative (0-40 points)

The proposer has demonstrated the capability to execute the project. Proposer has demonstrated clear goals and objectives, as well as indicated the amount of time required to implement program components or services. The proposer has presented the qualifications of the existing and/or proposed staff that will implement and manage

this program. The proposer has presented a plan of action which is clear and detailed, and meets the requirements of each component (Section 6) selected. The proposer has clearly demonstrated when and how each task in the work plan will be carried out, and methods to be used to assure participation of the members of the partnership and other economic development and/or educational agencies.

2. Partnership Agreements & Proof of Sustainability of the Partnership (0-20 points)

Agreements when taken together indicate both that a significant and broad spectrum of the partnership is represented; further, that adequate resources are leveraged to make the partnership sustainable and effective.

3. Administrative and Fiscal Capability of the lead agency (0-20 points)

The statement of organizational qualifications will be evaluated. This criteria also evaluates the proposed or existing governance structure of the partnership and the administrative and fiscal capabilities of the lead agency; including the qualifications of the existing and proposed project manager.

The lead agency must submit a copy of their most recent audit and/or audited financial statement (Pell eligible institutions are exempt).

4. Cost Proposal (0-10 points)

Calculated as (lowest responsive cost proposal divided by this cost proposal) times 10 points.

5. Other (0-10 points)

Points will be given to proposals that meet the following additional criteria:

- Demonstrate a clear link with a high performance partnership strategy.
- Strengthen coordination between state and local workforce boards (GWB & WIBs), economic development agencies and **educational K-12 and post secondary institutions.**
- Demonstrate a credible strategy for reaching small and midsize businesses.
- Demonstrate co-investments from the partners, especially employer partners.
- Demonstrate the partnership is a growing and vital industry partnership.

The ranked findings and selection recommendation will be submitted to the State's Architectural/ Engineering Consultant Services Selection Committee, and forwarded to the Director of Administration for final selection consideration.

D. Negotiation

The State reserves the right to negotiate with proposers on costs and deliverables in order to contract with the proposer who best meets the State's needs. This negotiation may result in selection of an apparent successful proposer, and a contract will be drafted and

signed as soon as possible. If a contract for any reason cannot be negotiated, another proposer may be selected.

Section 13 – Proposal Questions & Submission

PRE-BID/ PROPOSAL CONFERENCE: Yes **Date:** 18 Jan 06 **Time:** 2:00 PM (EST)
Mandatory: No
Location: Department of Administration / Division of Purchases (2nd floor, Bid Room), One Capitol Hill, Providence, RI

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **13 Jan 06 at 12:00 Noon (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Responses **(an original plus five (5) copies)** should be mailed or hand-delivered in a sealed envelope marked **“RFP # B05940: Industry Partnerships for Workforce Development”** to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

Proposals must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>.)
2. ***A separate, signed and sealed, Cost Proposal reflecting the fee structure proposed for this scope of service, which will only be requested from firms that meet the minimum technical score as determined by the Technical Evaluation sub-committee. The Cost Proposal will be due within 14 days of your notification to provide such information.***
3. ***A separate Technical Proposal describing the background, qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement which is due with the initial response submission, all other information requested in this solicitation..***
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.
5. A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at www.purchasing.state.ri.us by clicking on RIVIP, then General Information and then Standard Forms.

Section 14 – Administrative Requirements

All contractors must meet a minimum level of administrative capacity in order to contract with the State of Rhode Island, RIDLT. The following administrative / technical elements will apply.

a. Audit / Financial Statements

1. All governmental and non-profit organizations must follow the audit requirements of OMB Circular A-133.
2. Commercial organizations that expend \$500,000 or more in federal funds must have either an organization-wide audit conducted in accordance with OMB Circular A-133 or a program specific financial and compliance audit. Those entities that expend \$500,000 or more in federal funds may include audit costs to the grants on a pro-rated basis.

b. Cost Allocation Plan

All successful applicant organizations must submit a Cost Allocation Plan to be incorporated in the contract:

A single complete copy of the applicant organization's cost allocation plan. The cost allocation plan is a document that identifies and distributes the cost of services and/or departments or function according to the benefit received. It is a means to substantiate and support how shared costs of a program are charged to a particular cost objective. Formal accounting records to substantiate the charges must support all costs included in the plan.

c. Allowable Costs / Cost Principles

Grant recipients must follow federal allowable cost principles which apply to their specific organizations and which are included in the appropriate circulars issued from the Office of Management and Budget and/or Generally Accepted Accounting Principles.

Hyperlink:

<http://www.whitehouse.gov/omb/circulars>

d. Disallowable Costs and Activities

- Equipment or building construction

- Funds cannot be used to reduce the workforce or displace workers
- Projects cannot violate any conditions of a collective bargaining agreement
- Funds can not be used for training

e. Fidelity Bond

If selected and prior to the initial disbursement of funds, a written statement from the insurer that all persons handling state and federal funds are covered by a fidelity bond equal to the maximum cash on hand.

f. Fiscal Management / Internal Oversight

Contractors are required to maintain complete and accurate records of all financial expenditures with supporting documentation. These records must be available to the RIDLT and other monitoring staff. Contractors are required to internally monitor fiscal activities to insure compliance with the applicable federal cost principles. At a minimum, internal oversight will address the following:

1. Staff attendance and payroll disbursement have been properly documented;
2. Accounting records are traceable to the source document and the application of grant funds relating to authorizations, obligations, balances, liabilities, expenditures and income.
3. Program expenditures are supported by appropriate documentation;
4. Budget allocations and expenditures comply with contracted obligations.

g. Internal Program Management Plan

All program activities must be internally monitored on a scheduled basis to ensure compliance with all aspects of the contract. Lead agencies will be required to include a program management plan and schedule to conduct internal monitoring to ensure quality services are delivered and maintained. At a minimum, this monitoring will include: program service delivery as it relates to the contract, including review and evaluation of the key program elements required under the contract.

h. Nepotism

No individual may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.

i. Partner Agreements

Respondents partnering with other agencies and employers must complete signed Partner Agreements detailing services to be provided. The agreement should be included with the proposal (The Agency Partner Agreement Template is Attachment No. 1). It is the intent of RIDLT that "partnering" be a mechanism to demonstrate commitment to the goals of the partnership and further leverage services supported by non-grant funds.

The lead agency must insure all funds expended by the partner(s) are in compliance with the contract, applicable OMB guidelines and Generally Accepted Accounting Principles. Disallowed costs by the partner(s) agency will be the liability of the lead agency. If a Partner Agreement is amended or cancelled, written notice must be submitted to the RIDLT prior to finalization. If contract performance or funds are affected, a modification to the contract must be approved and completed.

Appendices

- Appendix A - Evaluation: Applications must include a statement that applicants are willing to collect participant data. An additional statement should indicate that the lead applicant is willing to participate in a third-party evaluation by providing data and access for interviews, and by participating in networking with other Partnerships. (The evaluation process will be designed in collaboration with grantees to ensure that it does not impose an unreasonable burden on participating firms and to maximize opportunities for learning that benefit partnership members).
- Appendix B - Time Line - This section should include a timeline for all aspects of the program design: start date, target dates for each quantitative or qualitative goal and completion dates.
- Appendix C - Additional supporting documents: Resume and job descriptions, audit and/or audited financial statements & partnership by-laws.
- Appendix D - Sustainability Plan. This should be supported by the partner agreements where matching, leveraged and in-kind services have been dedicated over the long term to support the efforts of the partnership- not just this specific grant opportunity (See Attachment No. 1- Partnership Template).
- Appendix E - Budget format: Include a narrative that provides additional information on costs, indicating how the grant and matching funding are tied to program design and goals. This section should include information on any other sources of matching funds that will be used to support this effort. A cost allocation plan must be submitted with the budget indicating how costs will be shared across the various funding streams. (See Attachment No. 2- Budget Form).

**APPENDIX E
ATTACHMENT NO. 2
BUDGET FORM AND COST ALLOCATION PLAN**

Agency Name:									
Total Funds Requested:									
Category			Funding Sources						
	Hourly Rate	Annual Salary	% To Contract	% To Fund "A"	% To Fund "B"	% To "Fund "C"	% To Fund "D"	% To Fund "E"	Total Amount
1. Staff Positions									
a.									0
b.									0
c.									0
d.									0
e.									0
TOTAL		0	0%	0%	0%	0%	0%	0%	0
2. Fringe Benefits	Annual Salary	Total Benefits							Total Amount
a.									0
b.									0
c.									0
d.									0
e.									0
TOTAL		0	0%	0%	0%	0%	0%	0%	0
3. Mileage-In state (list position)	Rate Per Mile	# of Miles							Total Amount
a.									0
b.									0
c.									0
d.									0
e.									0
TOTAL			0%	0%	0%	0%	0%	0%	0
4. Rent (address & # Sq. Feet)	Cost Per Month	# of Months							Total Amount
a.									0
b.									0
c.									0
TOTAL			0%	0%	0%	0%	0%	0%	0
5. Utilities (tel, elec, gas, etc.)	Monthly Rate	# of Months							Total Amount
a.									0
b.									0
c.									0
TOTAL			0%	0%	0%	0%	0%	0%	0

APPENDIX E
ATTACHMENT NO. 2
BUDGET FORM AND COST ALLOCATION PLAN

	Monthly	# of							
	Rate	Months							Total Amount
6. Equip Rental (copier, etc)									0
a.									0
b.									0
TOTAL			0%	0%	0%	0%	0%	0%	0
	Monthly	# of							
	Rate	Months							Total Amount
7. Consumable Supplies									0
a.									0
b.									0
TOTAL			0%	0%	0%	0%	0%	0%	0
	Monthly	# of							
	Rate	Months							Total Amount
8. Other (Part. WIA \$\$, Audit Fees etc.)									0
a.									0
b.									0
TOTAL			0%	0%	0%	0%	0%	0%	0
	Monthly	# of							
	Rate	Months							Total Amount
9. Indirect Costs (If Applicable)									0
a.									0
TOTAL			0%	0%	0%	0%	0%	0%	0
	Monthly	# of							
	Rate	Months							Total Amount
I. MATCHING FUNDS									0
Contract Provider (name)									0
a.									0
b.									0
c.									0
TOTAL			0%	0%	0%	0%	0%	0%	0
	Monthly	# of							
	Rate	Months							Total Amount
II. LEVERAGED CONTRACTS									0
Contract Provider (name)									0
a.									0
b.									0
c.									0
TOTAL			0%	0%	0%	0%	0%	0%	0
	Monthly	# of							
	Rate	Months							Total Amount
III. IN-KIND FUNDS (Your Agency)									0
Description									0
a.									0
b.									0
c.									0
TOTAL			0%	0%	0%	0%	0%	0%	0

INDUSTRY PARTNERSHIP AGREEMENT

The following Partner Agreement is a collaborative effort which sets forth the terms for the provision of services as detailed in Section 6 of this Agreement.

This Partner Agreement is entered into between the parties identified below:

Lead Agency	Partner Agency
_____	_____
_____	_____
_____	_____
_____	_____

I. PURPOSE OF AGREEMENT

It is the purpose of this Agreement to coordinate resources to prevent duplication and ensure the effective and efficient delivery of services over the term of this agreement.

II. DURATION OF AGREEMENT

This Agreement will commence on _____ day of _____, 20__ and shall remain in effect until the _____ day of _____, 20__ or until the Agreement is cancelled by the Agencies in accordance with the terms set forth in Section 6.

III. INDUSTRY PARTNERSHIP GOALS

The industry partnership places emphasis on serving the businesses and industries in their specific geographic area that are interconnected by the markets they serve, the products they produce, their suppliers, the trade associations to which their employees belong, and the educational institutions from which their employees or prospective employees receive training.

The partnership prioritizes long-term goals which focus on: (specify)

USE AS MUCH SPACE AS NEEDED

The partnership's contractual goals in response to this Request for Proposal: (specify by Program Design Component):

USE AS MUCH SPACE AS NEEDED

IV. RESPONSIBILITIES OF AGENCIES TO THIS AGREEMENT

- A. In consideration of the mutual intent of this Agreement the Partner agrees to deliver the following services:

PARTNER ORGANIZATION:	FUNDING SOURCE(S)	
	SOURCE(S)	AMOUNT \$

ADDRESS:		\$
	TOTAL	\$
		\$
NOTE: The cost associated with each service/activity must be listed.		
SERVICES / ACTIVITIES INCLUDE		COST
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

V. GENERAL PROVISIONS

The lead agency must ensure that the partner to this Agreement complies with the applicable contractual provisions assumed by its contract with the state of Rhode Island's Department of Labor and Training. If federal or state funds are used to support the delivery of partner services, the Contractor must ensure the integrity of those funds and compliance with applicable federal and state law and regulations; including, applicable OMB guidelines.

VI. AMENDMENT OR CANCELLATION OF AGREEMENT

The Agreement may be modified at any time with mutual agreement of the lead agency and partner. Any such modification(s) will be preceded by written notice of the intent to modify and the purpose for such modification. A copy of the modification must be submitted to RIDLT prior to being executed.

The lead agency and partner may terminate their participation in the Agreement by giving _____ calendar days written notice of intent to terminate. Termination does not alter the programmatic and financial obligations through the date of termination by either party.

VII. CERTIFICATION

This Agreement is hereby entered into between the designated Lead Agency and Partner and validated by the signatures affixed below.

APPROVED FOR THE LEAD AGENCY		APPROVED FOR THE PARTNER	
<i>Authorized Signature</i>	<i>Date</i>	<i>Authorized Signature</i>	<i>Date</i>
<i>Typed Name</i>	<i>Title</i>	<i>Typed Name</i>	<i>Title</i>